**Jefferson County
Position Description**

Name: **Department:** MIS

Position Title: Programmer Analyst   **Pay Grade:**   **FLSA:** Non-exempt

Date: September 2021   **Reports To:** Senior System Analyst Supervisor

Purpose of Position

The purpose of this position is to analyze system and application requirements to code programs, and to train users in programs based on those requirements.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains responsibility for various County software applications. Monitors, improves, updates, and repairs.
- Analyzes County system needs. Designs, develops, tests, implements, and improves systems using information technologies resources.
- Troubleshoots application errors and user needs; provides solutions or coordinates solutions with other departments.
- Coordinates internally to determine priorities and refines project plan outcomes, milestones, and timelines.
- Writes clear documentation of solutions to system needs; writes clear documentation on programs.
- Creates users reports.
- Create export files for State, and other agencies.
- Trains users on application systems.
- Researches and makes recommendations.
- Maintains County websites.
- Complies with County HIPPA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Maintain county web site information.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years related experience and/or training; or an associate degree or higher from a college or university; or an equivalent combination of education and experience. High school diploma or equivalent required. Experience in HTML, web design, JavaScript/JQuery, PHP, Java programming language experience, relational data bases training such as SQL.

Preferred Training and Experience Required to Perform Essential Job Functions

Two years related experience and/or training; or an associate degree or higher from a college or university or an equivalent combination of education and experience, knowledge of PHP and SQL.

Other Requirements – Certificates/Licensures

Valid driver's license.

Web Developer Certificate.

Knowledge, Skills, Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictable carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write routine reports and correspondence.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Supervision

None.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee   Date

_____   _____
Supervisor   Date

_____   _____
Human Resources   Date

_____   _____